



BUREAU OF MATERIALS

MATERIALS

PROCEDURES

MP NUMBER: 20-08

EFFECTIVE DATE: 07/01/2008

APPROVAL: Eileen Sheehy

DAILY ACTIVITIES REPORT

PURPOSE:

To establish a standard procedure for completing Daily Activities Reports Form LB-310

SUPERSEDES:

Materials Procedure Number 20 - Dated 10/01/2001

INSTRUCTIONS:

- I. A report is to be completed in duplicate on a daily basis by all personnel in the following classifications:

Construction and Materials Technician I, II, III, IV, V
Civil Engineer, Trainee
Assistant Engineer, Materials
Senior Engineer, Materials

- II. Employees must complete a report for each absence.

- III. The employee will complete the report with all pertinent information (i.e. Portland cement concrete inspection, soil aggregate inspection, bituminous concrete inspection, specialty and staff work.).

- A. For each activity and project, the employee shall report the project and job code provided.
- B. The employee will separate straight time from overtime for each project. The line Total Hours is an addition of straight, overtime and general provision.

- C. If an employee has any general time, it shall be reported as follows:
1. Project general time is to be charged under Other Time. Project general time is considered to be any general time required that is related to a certain project.
 2. Non-project general time is to be placed in the general column under general time. Non-project general time is other time that is not associated with a certain project (i.e. training, cleaning **or** repair of equipment, etc.).
- D. Construction & Materials Technicians I and II, Assistant Engineers and Senior Engineers are considered working supervisors and therefore, will have some supervision time. This time will show in supervision under the project to which it pertains. Supervision time not related to a specific project shall be considered non-project, other time (i.e. training, cleaning or repair of equipment, etc.).
- IV. The employee shall describe the activities for each project.
- V. Vehicle and mileage is to be reported for the appropriate project.
- VI. A copy of each report is to be maintained by each employee in a loose-leaf binder. It is the employee's obligation to have these readily available for review at all times.
- Note: This will serve the purpose of a backup document if the original report is lost or misplaced and will provide supervision with the opportunity to review with the employee at the assigned location.
- VII. Civil Engineer Trainees & C&M Technicians will submit original daily report, LB-310 to the supervisor on a weekly basis.
- VIII. The supervisor will hold all LB-310s for review to complete the weekly report (DC24). A copy of the weekly report will be sent to: RME, RE and CEMM.
- IX. The RME has the option of allowing personal diaries to be used in lieu of the daily activities reports. These diaries shall meet the same requirements as the daily reports except that the diaries will be submitted at the end of the year.